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13 JUL 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Director of Information Services

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SUBJECT: OIS Weekly Report (6-12 July 1983)

Classification Review Division

CRD has initiated a proposed Headquarters Notice concerning the declassification review of classified documents in which two or more Federal agencies have an interest, such as the NIEs, SNIEs, SEs, and NISs. The notice points out that CRD has reviewed many of these documents and is coordinating the results with the various agencies involved. Since this is a slow process, it suggests that Agency components determine the current classification status of such documents by checking with CRD.

CRD reviewed 17 OSS documents (84 pages), two manuscripts (179 pages) for PRB, six Summaries of Agency Employment (8 pages), and one miscellaneous document (120 pages).

Records Management Division

Chief, RMD met with members of the Office of Personnel (OP) to discuss a request to publish a new Personal History Statement form. OP had requested that previous versions be destroyed when the new one was printed, not knowing that a recent restocking had left OP with a \$30,000 supply of the earlier edition. They will devise a way to utilize both versions of the form until the supply of the old one is depleted.

Representatives of RMD and the Office of Training and Education (OTE) met to explore the possibility of expanding the new Agency Orientation and Office Procedures Course to include a segment for employees who will be assigned to registries. The OTE representative was noncommittal about the possibility of OTE assuming responsibility for this additional training because of already strained resources.

Members of RMD provided assistance to the Office of Research and Development/DS&T registry personnel who were having difficulty in using the interim CARS. The problem was associated with the 7260 series of Delta Data terminals located in the Ames Building rather than with the CARS software package itself.

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The third RAMS User Workshop was conducted on 6 July for eight employees from seven Agency components. Chief, History Staff and one of his staff members attended the workshop. A fourth workshop is scheduled for 19 July.

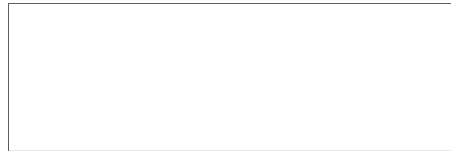
Chief, RMD met with Chief, Plans, Programs and Systems Staff/P&PD to discuss the Agency micrographics program and the copier management program. In addition, P&PD provided a briefing on its various activities, an introduction to senior P&PD personnel, and a tour of the facility.

Regulations Control Division

RCD completed 51 major actions on regulatory issuances including the processing and preparation of 9 new and revised issuances, negotiations involving 10 issuances, and the publication of 11 issuances.

Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

OIS/EXO/  (13 Jul 83)

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